

SCHOOL BASED DECISION MAKING Policy Format

School: DuPont Manual High School/ YPAS

Subject of Policy: Principal Selection

Policy Statement:

Once the school has been notified by the Superintendent that a principal vacancy exists, the SBDM Council shall form a Principal Interview Committee. The Principal Interview Committee shall consist of the SBDM Council (principal, 2 parents, and 3 teachers) and up to six other members for a total of no more than 12. There shall be:

- 1 administrator (to be defined as assistant principal/counselor – not the principal or anyone who may be a candidate)
- 2 parents
- 3 teachers
- 1 classified
- 1 teacher representative from each magnet, if not already represented on SBDM

If a Council member is unavailable to serve on the Principal Interview Committee, a person from the same constituent group will be chosen by a vote of that constituent group to serve on the Principal Interview Committee. The additional classified and magnet representatives will be chosen by a vote of their constituent groups. Minority representation is already assured by the SBDM by-laws. The Interview Committee will elect one of its members to chair the committee.

All interviews and discussions of candidates will be conducted in closed session. The Interview Committee and the SBDM Council shall strive to make all decisions by consensus. Final decisions will be made in open session. If consensus cannot be reached, a vote will be taken. A candidate must receive 2/3 of the vote of the total committee membership to be recommended to the SBDM Council for consideration.

Before candidates are interviewed, the members of the Interview Committee will check references from past places of employment, including speaking with representatives of parent and teacher organizations. They will also review candidates' applications and support materials. Candidates will be required to spend an orientation day at the school before their interviews or, if school is not in session, to tour the buildings. The Principal Interview Committee may also request additional interviews, as needed. Interview questions are to be taken from the Question Pool. This pool will be developed by the Principal Selection Policy Committee with input from faculty, staff, and parents. The Principal Selection Committee will review and update the questions annually (preferably on a Gold Day). After thorough discussion and review, the Principal Interview Committee will make one of the following recommendations to the SBDM Council:

- Name the preferred candidate it wishes to select, explaining why the person was chosen
- Report that none of the candidates are acceptable

The SBDM Council shall have the responsibility of selecting the principal for the school as mandated by KRS 160.345. If the council cannot reach a decision through consensus, the Council will discuss the candidates again and may ask the candidates to return for an additional interview in an attempt to reach consensus. If consensus cannot be reached a vote will be taken. A candidate must receive 2/3 of the vote of the total SBDM Council to be selected. The SBDM Council, absent the Principal Interview Committee, will discuss the candidates and report in writing to the Superintendent one of the following decisions:

- The name of the candidate it wishes to select
- Notification of the Superintendent that it would like another pool of candidates to consider.

Date of First Reading: _____

Date of Second Reading: _____

Date Adopted: _____

Signature: _____
(SBDM Council Chairperson)